

ROLE OF TEAM MANAGERS

This handbook contains essential information to assist you in your role as team manager. Please read it carefully.

The role of the team manager is to lead and manage their team, as well as being a point of contact for ANU Sport. They are expected to be organised, regularly check their emails and be in communication with their team throughout the lead up to Nationals.

The responsibilities of a team manager include:

- making sure team members have completed the ANU Sport and UniSport registrations by the appropriate deadlines
- Ensuring the team has uniforms and that they comply with ANU Sport guidelines.
- Being aware of game times, team duties and forfeit fees.
- Notifying ANU Sport of any team changes or withdrawals ASAP
- Distributing information from ANU Sport to their team

Team managers are required to fill in an expression of interest form to demonstrate their interest in managing a Nationals team with ANU Sport. The form will also allow for your contact details to be shared with ANU Sport so please ensure that they are correct so you can receive important updates. The expression of interest form can be found [here](#).

ELIGIBILITY

To be eligible to compete, you must be an ANU student in the calendar year of competition (enrolled in at least one course), but you do not have to be part of an ANU Sports club. Exchange students are eligible to represent the ANU whilst in Australia as are students who graduate at the end of first semester that year. Please note that non-competing officials (NCOs) which includes team managers and coaches are not required to be students.

There are also minimum and maximum team numbers required for a team to be eligible to compete. These numbers are listed below and on the UniSport website. It is the responsibility of team managers to ensure that they comply with these participant number requirements. In the table below the ANU Sport supported numbers are also listed. This is the number of competitors that ANU Sport will provide subsidised accommodation for in each team. If you wish to bring more than this number, they will have to source their own accommodation.

Sport	Min #	Max #	ANU Sport Supported #
Badminton Men	4	6	4
Badminton Women	4	6	4
Basketball Men	8	12	10
Basketball Women	8	12	10
Beach Volleyball Men	2	2	2
Beach Volleyball Women	2	2	2
Football Men	14	19	16
Football Women	14	19	16
Hockey Men	14	19	16
Hockey Women	14	18	16
Netball Women	10	14	12
Netball Mixed	10	14	12
Tennis Men	4	6	6
Tennis Women	4	6	6
Ultimate Disc Mixed	10	18	15
Volleyball Men	7	12	10
Volleyball Women	7	12	10
Water Polo Men	10	13	12
Water Polo Women	10	13	12

Nationals Programs

Sport	Min #	Max #
Cycling Open	1	N/A
Cheer Mixed	6	38
Dance Mixed	5	24
Judo Men	3	7
Judo Women	2	4
Kendo Men	3	7
Kendo Women	3	7
Rowing Mixed	1	N/A
Sailing Open	4	4

*Please note that there are other sports offered, a full list can be found [here](#). Please enquire with ANU Sport to confirm whether the sport will be supported.

Independent programs

Sport	Min #	Max #
3x3 Basketball Men	4	4
3x3 Basketball Women	4	4
Athletics	1	N/A
Distance Running	1	N/A
League of Legends	5	7
Surfing	1	Dependent on competition
Swimming	1	N/A
T20 Cricket	12	17
Triathlon	1	N/A

ANU SPORT AFFILIATION

ANU Sport Fee

The ANU Sport Fee is applicable to all students who are participating in the Nationals event. For 2024, the fee is \$75.00

The ANU Sport Fee covers the following:

- Insurance
- Administration fees

ANU Sport is providing

- Event shirt

REGISTRATION FORM

All participants are required to complete the ANU Sport registration form before they are able to register with UniSport or compete. This form will be available on the UniSport Nationals page on UniOne which can be accessed [here](#).

This form requires students to complete a few different requirements including a participant agreement, medical screening and proof of enrolment. It also requires students to upload proof that they have completed either the Consent Matters Module or the Rights, Relationships and Respect Module.

Participant Agreement

All competitors will be required to read and agree to the ANU Sport participant agreement which outlines the expectations and acceptable behaviour of students when representing ANU at Nationals events.

Medical Screening

Students are also required to complete a medical screening form which is designed to identify any individuals with pre-existing conditions who may require additional support when competing. Any student who answers yes to any of the questions will require a medical clearance in order to compete which must be sent to ANU Sport.

Proof of Enrolment

UniSport Australia requires ANU Sport to verify the eligibility of all its competing students. In order to do this, every competing student must provide proof of enrolment to ANU Sport. The steps to access your proof of enrolment are:

1. Login to ISIS
2. Select the compass icon on the top right of the page
3. Select Navigator
4. Select ISIS
5. Select Academic records
6. Select Letters
7. Download the Enrolment Confirmation Letter

In the registration form there will be a question that asks you to upload the downloaded document.

Consent Matters/Rights, Relationships and Respect

All competitors are required to have completed either the Consent Matters or Rights, Relationships and Respect module. The Rights, Relationships and Respect module is for students commencing in 2023 and Consent Matters is for students commencing in 2022 or earlier.

The registration form will require students to upload a screenshot of their certificate of completion of either module. Those who do not have proof of completion are able to email the Respect Relationships Unit at respect@anu.edu.au to request a copy of their certificate.

Those who have an exemption from completing these modules can either upload a proof of exemption or email siso@anusport.com.au to have this requirement waived from the registration process. Students will not be required to explain their exemption to any ANU Sport staff member at any time.

UNISPORT REGISTRATION

Students and non-competing officials are also required to register with UniSport Australia separately to the ANU Sport registration. This can be done through the UniSport website by selecting UniSport Nationals under the events tab and then selecting your sport and clicking registration info.

Students will be required to upload a photo during this process which is used for the student's accreditation pass. There are specific requirements for these photos so please ensure that your team is aware of them and meet the requirements.

Students will also be required to pay the registration fee at the same time. The exact amount of this fee has not yet been announced but will appear on the UniSport website once it has been confirmed.

Registration with UniSport opens on the 1st of March and closes on the 31st of August. However, there is an early bird discount for those who register before the 31st of July so we encourage all students to register before this date.

Please also be aware that all team sports must have had their required minimum number of participants registered by the team withdrawal deadline on the 31st of August or their team will be withdrawn. These minimum numbers can be found in the tables above as well as on the UniSport website.

ACADEMIC EXEMPTION LETTERS

Students who represent the ANU and ANU Sport at UniSport Nationals events are eligible to request a letter from ANU Sport providing evidence of their representation which can be used to support extension requests and approved absences from classes.

All applications for academic exemption letters must be received by **5pm on Friday the 31st August**. The link to request an academic exemption letter is [here](#).

Please note that this letter is not a guarantee that an extension or other academic considerations will be approved as this is left to the discretion of individual course convenors.

If you have any questions about academic exemption letters, please contact siso@anu-sport.com.au.

COACHES, MANAGER & INDIVIDUAL SPORT TRAINING REQUIREMENTS

Coaches, managers, and participants in individual sports are required to complete UniSport training courses "Be the Influence" and "Team Captains". Links to complete these courses will be sent out to the relevant people so they can complete them with plenty of time before Nationals.

These courses will assist coaches, managers and those competing in individual sports with understanding their roles as well as providing tips and processes for how to best navigate the lead up and competition period of a Nationals event.

TRAININGS & TRIALS

Teams and individuals competing at Nationals are eligible for 10 hours of free court/field hire through ANU Sport to support their Nationals efforts. To book training times, please contact Sarah Metcalf at sarah.metcalf@anu-sport.com.au and cc siso@anu-sport.com.au with your preferred location, dates and times.

ANU Sport clubs conducting trials for nationals are expected to follow the below:

- Include non-club members if requested
- Conduct more than 2 or more trials
- Participants must be students

Please note you are not guaranteed your first preference for training/trial dates and times as there is high demand for bookings from ANU Sport clubs and other groups. These free trainings also cannot take place at an existing ANU Sport club booking time. They will have to be separate to any existing club bookings.

BRIEFINGS

ANU Sport will host 2 briefings a few weeks prior to Nationals. It is compulsory for all competing students and NCOs to attend one of these briefings to be eligible to compete at Nationals. These briefings will contain important information on the behavioural expectations of students whilst at Nationals as well as the support services available should a student require them. Any person who is unable to make either briefing must reach out to ANU Sport so they can be provided with the relevant information.

More details will be made available closer to the event and sent to all registered competitors.

MANAGER MEETINGS

In the lead up to the event it will be compulsory that all team managers have a one-on-one meeting with ANU Sport. This meeting will allow for ANU Sport and the managers to talk through anything that is specifically relevant to that sport. You will be contacted to book in this meeting once confirmation of team is received.

FORFEITS

There is an expectation from both ANU Sport and UniSport Australia that teams and individuals will compete in all their scheduled matches and as such there is a financial penalty imposed by UniSport Australia on teams which forfeit their matches. For pool matches and progression games

the fine is \$30 per registered player and for finals matches it is \$50 per registered player. Finals games forfeits will also result in a team being relegated to last place in the competition rankings. This means if there are 15 registered players in a team, their fine for forfeiting a finals match would be \$750. Please keep this in mind when planning and booking flights as inappropriate travel arrangements are not considered special circumstances and will incur the full fine.

There are some very limited special circumstances in which the fine will be reduced or waived. For more information on these, please see the UniSport Australia website.

DUTIES

UniSport Australia requires some sports to undertake team duty requirements to assist in the running of their competition. This normally includes things such as timing matches, scoring or being lines people. Specific sports can check their duty requirements by clicking on their sport’s competition guidelines [here](#).

Teams which fail to undertake their required team duties will incur a fine from UniSport Australia of \$20 per duty requirement missed so it is important that you include any requirements in your plans for each day of competition.

UNIFORM & REQUIREMENTS

UniSport Australia has uniform requirements for each sport, which can be found on their website. Teams which breach these requirements are given a warning for their first offence but will face a fine of \$40 per player breaking the requirements for every subsequent offence. Therefore, it is very important for teams to ensure that they are complying with their relevant sport’s uniform requirements.

ANU Sport requires teams to wear the ANU Sport uniform for Nationals. The requirements for each sport can be seen in the table below.

Sport	Shirt	Shorts	Other
Badminton	T-Shirt – No Number	Playing Shorts	
Basketball	Elite Basketball Singlet	Elite Basketball Shorts	
Beach Volleyball	Crop Top or Playing Singlet (Athletics & Beach Volleyball)*	Playing Shorts or Tight Shorts*	
Coaches & Officials	Polo Shirt		
Cycling	Club Uniform**	Club Uniform**	
Football	T-Shirt Numbered	Playing Shorts	Playing Socks
Futsal	T-Shirt Numbered	Playing Shorts	Playing Socks
Hockey	Playing Singlet (Touch Football & Hockey)	Playing Shorts or Skort	Playing Socks
Netball	Netball Dress or Netball Singlet	Playing Shorts or Skort	



Rowing	Club Uniform**	Club Uniform**	
Squash	T-Shirt – No Number	Playing Shorts	
Table Tennis	T-Shirt – No Number	Playing Shorts	
Tennis	T-Shirt – No Number	Playing Shorts or Skort	
Touch Football	Playing Singlet (Touch Football & Hockey)	Playing Shorts or Tight Shorts	
Volleyball	Playing Singlet - Volleyball	Playing Shorts or Tight Shorts	
Ultimate Disc	T-Shirt - Numbered	Playing Shorts	
Water Polo	Club Uniform**	Club Uniform**	

*Must be the same for whole team

**ANU Sport does not provide uniforms for these sports. Please reach out to the relevant ANU Sport Club to confirm uniform requirements.

The link to purchase uniforms is <https://shop.athlead.com.au/anusport/>.

SPORT GUIDELINES

UniSport Australia has specific competition guidelines for each sport which outlines requirements for team sizes, uniform, and competition rules as well as other important information for teams to be aware of. The competition guidelines for each sport can be found [here](#). It is essential for all team managers to read the guidelines for their sport prior to the competition beginning.

WITHDRAWALS

All teams intending to compete must notify ANU Sport by 1 July so they can be registered with UniSport Australia.

Teams who wish to withdraw after this point must notify ANU Sport ASAP and any teams which withdraw after 31 July will face significant fines from UniSport Australia, with these fines being passed onto the clubs/teams responsible. Any team which withdraws after this date will face a \$400 withdrawal fee plus a \$22 admin fee per registered competitor and the registration fee of any registered competitor.

Individuals which withdraw may be eligible for a refund in certain circumstances. Please read the UniSport Australia policy found [here](#) for full details.

The ANU Sport administration fee is non-refundable.

If an individual wishes to withdraw, they can pass their registration onto another participant for no cost.

INCIDENT REPORTING



Any incident or injury which occurs at Nationals will require an incident report to be completed. The link to this form is [here](#). This form requires details on what occurred and the details of any witnesses so ANU Sport can follow up with them if required.

ANU SPORT POLICIES

All competitors and non-competing officials (NCO) are bound to certain policies and codes of conduct. Teams and individuals are bound to the relevant ANU Sport policies found [here](#). Students are also bound to the ANU Student Code of Conduct found [here](#) and the UniSport Australia Code of Behaviour, found [here](#). There are significant penalties for breaking these policies and codes including expulsion from the university for severe breaches.



WHAT DOES ANU SPORT DO?

ANU Sport will have staff to assist teams before, during and after the event.

Before the event occurs, ANU Sport will assist with organising accommodation, team registrations, uniforms, payments and general nationals' preparation. Staff will also be available to assist with court/field bookings if required for training.

During the Nationals event, ANU Sport staff are available to be at events, take people to events (depending on car size), assist with any medical trips or needs, and generally be a point of call on the ground at the Gold Coast. An ANU Staff member should visit each team at their sporting venue at least once during the competition to show support for all competing students and teams.

ANU Sport staff are available after Nationals to assist in any post event needs like incident reporting and chasing up fees etc.

ANU Sport aims to give students all the relevant information as soon as possible, once the information is received from UniSport. However, they are always happy to answer any questions or queries as they arise.